Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Veterans Affairs, Dept Of - Office# 100	Advisory Committee Correspondence with the Governor's Office  Documents correspondence to and from the Governor's Office  which informs the Governor of concerns of veterans  organizations located throughout the state.	83-06-32061 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 100	Advisory Committee Minutes  Provides a record of minutes of monthly meetings between the Advisory Committee and the Director's office.	83-06-32063 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 100	Advisory Committee Nominations and Appointments Documentation  Provides a record of nominations from the appropriate veterans organizations State Commmander and appointments to the Advisory Committee by the Governor.	83-06-32062 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 200	Veterans Bonu,s Korean War Period, Index to Claims (microfiche)  Access/reference key to claims files.	79-MF-22190 Rev.0	Calendar Year	900 Months	0 Months	75 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Korean War Period, Claims (microfilm)  Claims from eligible veterans for payment of Korean War bonus.	79-MF-22189 Rev.0	Calendar Year	84 Months	816 Months	75 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Korean War Period, Index to Claims (microfiche)  Access/reference key to claims files.	79-MF-22191 Rev.0	Calendar Year	84 Months	816 Months	75 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Korean War Period, Index to Claims (on cardstock)  Access/reference key to claims files.	79-03-22192 Rev.0	Calendar Year	84 Months	0 Months	7 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Vietnam War Period, Claims (hard copy, original)  Claims from eligible veterans for payment of Vietnam War bonus.	79-03-22194 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Vietnam War Period, Claims (microfilm)  Claims from eligible veterans for payment of Viet Nam War bonus.	79-MF-22193 Rev.0	Calendar Year	12 Months	888 Months	75 Years	Archival OPR

\/atawana Affaira	Voterene Denve Vietnere Wer Deried Index to Claims (en	70.02.22405	Calandan	2C Mantha	O Mantha	2 \/	A walais sal
Veterans Affairs,	Veterans Bonus, Vietnam War Period, Index to Claims (on	79-03-22195	Calendar	36 Months	0 Months	3 Years	Archival
Dept Of - Office#	cardstock)	Rev.0	Year				OPR
200	Access/reference key/to elejme files						
\/-4-n-n- Aff-in-	Access/reference key to claims files.	70 ME 00400	Oalaradan	0.4 Manatha	040 Manda	75 \/	A mala in cal
Veterans Affairs,	Veterans Bonus, World War II Period, Claims (microfilm)	79-MF-22186	Calendar	84 Months	816 Months	75 Years	Archival
Dept Of - Office#		Rev.0	Year				OFM
200	Claims from eligible veterans for payment of World War II						
) / . (	bonus.	70 ME 00400	0.1	04.84	040 M	75.)/	A I I
Veterans Affairs,	Veterans Bonus, World War II Period, Index to Claims	79-MF-22188	Calendar	84 Months	816 Months	75 Years	Archival
Dept Of - Office#	(microfiche)	Rev.0	Year				OPR
200							
	Access/reference key to claims files.		L				
Veterans Affairs,	Veterans Bonus, World War II Period, Index to Claims	79-MF-22187		900 Months	0 Months	75 Years	Archival
Dept Of - Office#	(microfiche)	Rev.0	Year				OPR
200							
	Access/reference key to claims files.						
Veterans Affairs,	Work Study Program Applications/Agreements	83-06-32077	Termination	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	of Contract				OPR
220	Provides a record of applications submitted to the Agency and a						
	letter of agreement betqweeen the agency and the student						
	concerning part-time employment with the with the Agency.						
	Transfer to Olympia Service Center #440. 02/06						
Veterans Affairs,	Work Study Program Correspondence	83-06-32076	Fiscal Year	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0					OPR
220	Documents correspondence to and from the Veterans						
	Administration regarding the Work Study Program for full-time						
	college student currently receiving veterans benefits who are						
	currently employed by the Department of Veterans Affairs.						
	Transferred to Olympia Service Center #440. 02/06						
Veterans Affairs,	Client Money Market Fund Transactions	83-06-32120	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0					OPR
240	Provides a listing of amounts of individual client contribution into						
	an aggregate account.						
Veterans Affairs,	Client Personal Data File	83-06-32118	Removal	24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	from				OPR
240	Provides a record of personal data on an individual basis		program or				
	regarding medical, food, clothing and shelter needs of the client.		death of				
			veteran				
Veterans Affairs,	Client Time Certificate Deposit Account Transactions	83-06-32119	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0					OPR
240	Provides a listing of amounts of individual client contribution into						
	an aggregate account.						

Veterans Affairs,	Guardianship Client Balance Sheets	83-06-32123	I	24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#	Guardianship Glicht Balance Gricets	Rev.0		Z4 WOITHIS	40 Months	0 Todis	OPR
240	Provides a detailed breakdown of client's earnings and	1100.0					OTT
210	disbursements on an individual basis.						
Veterans Affairs,	Guardianship Receipts and Disbursements Journal	83-06-32122		24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#	Guardianomp Rescripts and Biobarsements scannar	Rev.0		Z+ WOTHIS	40 Months	o rears	OPR
240	Provides a summary of all receipts and disbursements for	TKCV.0					OFIC
240	clients.						
Veterans Affairs,	U. S. Fiduciary Income Tax Return (Federal Form 1041,	83-06-32121	Fiscal Year	12 Months	36 Months	4 Years	Non-Archival
Dept Of - Office#	Schedule K-1)	Rev.0	l isoai i cai	12 101011113	30 Months	+ 1 Cai 3	OFM
240	Scriedule N-1)	IXEV.U					OI W
240	Provides a record of interest earned on time certificate deposits						
	and money market fund account as reported to the Internal						
	Revenue Service.						
Veterans Affairs,	Appointment Changes Report D2025	83-06-32108	Calendar	24 Months	36 Months	5 Years	Non-Archival
Dept Of - Office#	Appointment Changes Report D2025	Rev.0	Year	Z4 IVIOTILIS	JU WIGHTIS	o rears	OFM
300	Provides data on daily transactions relating to payroll, insurance,		real				OFIVI
300	deductions and employment status with the agency						
	deductions and employment status with the agency						
Veterans Affairs,	Employee File Change Report D2030	83-06-32107	Calendar	24 Months	36 Months	5 Years	Non-Archival
Dept Of - Office#	Employee File Change Report D2030	Rev.0	Year	24 1010111115	30 MOHILIS	3 Tears	OFM
300	Provides a record of personnel actions in a batch; shows what	Rev.u	i eai				OFIVI
300							
	data is to be changed and the employee's record after the information is updated						
Veterans Affairs,		83-06-32091	Calendar	24 Months	36 Months	5 Years	Non-Archival
Dept Of - Office#	Leave Transaction Edit Report M2210	Rev.0	Year	24 1/10/11/15	30 MOHUS	o rears	OFM
· •	Decuments all the activity that was submitted via the Monthly	Rev.u	i eai				OFIN
300	Documents all the activity that was submitted via the Monthly						
Votorono Affoiro	Attendance Report (P-5)	83-06-32106	Calendar	24 Months	36 Months	5 Years	Non-Archival
Veterans Affairs,	Payroll Transaction Register (D2020)			24 MONTHS	30 MOULTS	5 rears	
Dept Of - Office#	Dravides a record for each personnal and powell action	Rev.0	Year				OFM
300	Provides a record for each personnel and payroll action						
Veterans Affairs,	submitted for processing Position File Change Report D2070	83-06-32109	Calendar	24 Months	36 Months	5 Years	Non-Archival
	Position File Change Report D2070	Rev.0	Year	24 1/10/11/15	30 MOHUS	o rears	OFM
Dept Of - Office#	Dravides a record of the position action(s) processed in a hotely		i eai				OFIN
300	Provides a record of the position action(s) processed in a batch						
Veterans Affairs,	Certificate of Release or Discharge from Active Duty Forms	83-06-32090	Calendar	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#	(DD214, Copy 6)	Rev.0	Year	Z4 IVIOTILIS	O IVIOLITIES	2 1 Cal 5	OFM
400	(DD214, COPY 0)	1.60.0	I Gai				OI IVI
400	Provides an individual record of veterans who have been						
	discharged from the military who have listed the State of						
	Washington as their mailing address after separation.						
	Transfer to Olympia Field Office #440. 02/06						

Veterans Affairs,	Individual Client Files	83-06-32133	Action of	24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Claim				OPR
420	Provides a chronological record of Veterans Administration		Resolved				
	claims as processed through the Field Office.						
	Transfer to Seattle Field Office #430. 02/06						
Veterans Affairs,	Personal Data Cards	83-06-32134	Removal	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#		Rev.0	from				OFM
420	Providesd an index card for reference of all actions taken		Program or				
	between a client and the Veterans Administration.		Death of				
	Transfer to Seattle Field Office #430. 02/06		Veteran				
Veterans Affairs,	Veterans Services Report	83-06-32135	Calendar	12 Months	0 Months	1 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
420	Provides a monthly record of contacts and claims made with						
	veterans regarding benefits they are entitled to receive from the						
	Veterans Administration.						
\/_t \	Transfer to Seattle Field Office #430. 02/06	00.00.00444	A -4:	O4 Maratha	40 Maratha	0. \/	Niam Amalaissal
Veterans Affairs,	Individual Client Files	83-06-32141	Action on	24 Months	48 Months	6 Years	Non-Archival
Dept Of - Office#	Dury index as a horacological vaccount of V/A alaimed as more account them.	Rev.0	Claim				OPR
430	Provides a chronological record of VA claims as processed thru the Field Office.		Resolved				
	Transfer to Seattle Field Office #430. 02/06						
Veterans Affairs,	Personal Data Cards	83-06-32142	Removal	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#	l Gisoliai Data Galus	Rev.0	from	24 101011113	O MONTHS	2 10013	OFM
430	Provides an index card for reference of all actions taken	1.00.0	program or				OI W
100	between a client and the Veterans Administration.		death of				
	Transfer to Seattle Field Office #430. 02/06		veteran				
Veterans Affairs,	Client Case File Records	81-12-29360	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival
Dept Of - Office#		Rev.0					OFM
440	Contains records of actions taken in behalf of individual clients						
Veterans Affairs,	Individual Client Files	83-06-32129	Action on	24 Months	48 Months	6 Years	Archival
Dept Of - Office#		Rev.0	Claim				OPR
440	Provides a chronological record of Veterans Administration		Resolved				
	claims as processed through the Field Office.						
Veterans Affairs,	Personal Data Card	81-12-29361	None Listed	900 Months	0 Months	75 Years	Non-Archival
Dept Of - Office#		Rev.0					OFM
440	Contains client identification data from disposed client case file						
	records.						
Veterans Affairs,	Personal Data Cards	83-06-32130	Removal	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#		Rev.0	from				OFM
440	Provides an index card for reference of all actions taken		program or				
	between a client and the Veterans Administration.		death of				
			veteran				

Veterans Affairs,	Veterans Services Report	83-06-32131	Calendar	12 Months	0 Months	1 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
440	Provides a monthly record of contacts and claims made with						
	veterans regarding benefits they are entitled to receive from the						
\/atamama \Affaina	Veterans Administration.	02.06.22427	A ation an	O4 Months	40 Maintha	C.V.	Nam Anabiyal
Veterans Affairs,	Individual Client Files	83-06-32137	Action on Claim	24 Months	48 Months	6 Years	Non-Archival OPR
Dept Of - Office# 450	Provides a chronological record of Veteran Administration	Rev.0	Resolved				OPK
450	Provides a chronological record of Veteran Administration claims as processed through the Field Office.		Resolved				
	Transfer to Seattle Field office #430. 02/06						
Veterans Affairs,	Personal Data Cards	83-06-32138	Removal	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#	1 Groonal Bala Garas	Rev.0	from	Z+ WOITHS	O MONUNO	2 10015	OFM
450	Provides an index card for reference of all actions taken	1.07.0	program or				O
	between a client and the Veterans Administration.		death of				
	Transfer to Seattle Field Office #430. 02/06		veteran				
Veterans Affairs,	Account Card Files	83-06-32007	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OPR
510	Provides a running account of all monies received by individual						
	member, including benefits from Social Security and Veterans						
	Administration (8 x 11 cards, Burroughs business Form)						
Veterans Affairs,	Automobile Liability Insurance Files	83-06-32008	TOCP	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0					OPR
510	Provides a record of insurance policy and related material						
\/	pertaining to current insurer.	00.00.0000	0-1	OC Manatha	20. Manada	0. \/	Niam Amalainal
Veterans Affairs,	Benefit Fund Records	83-06-32022	Calendar Year	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office# 510	Provides a record of donated services and/or monies for	Rev.0	real				OPR
310	personal activities of the members.						
Veterans Affairs,	Cemetery Record Files	83-06-32016	Death of	60 Months	0 Months	5 Years	Archival
Dept Of - Office#	Ochrotory Record Files	Rev.0	Member	00 Months	O MONUNG	o rears	OPR
510	Provides a record by name, location and date interred, and	1.07.0	Wieinbei				OI IX
	application for reservation of grave site.						
Veterans Affairs,	Daily Meal County Files	83-06-32009	Calendar	36 Months	0 Months	3 Years	Non-Archival
Dept Of - Office#	, ,	Rev.0	Year				OFM
· 510	Documents the number of persons at meal time and how meal						
	was paid.						
Veterans Affairs,	Deceased Patient/Members Unclaimed Property Files	83-06-32004	Death of	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Member				OPR
510	Provides a record by logs, receipts and correspondence relating						
11.1	to deceased members' unclaimed property.	00.00.00.00			10.14	4.14	
Veterans Affairs,	Employee/Resident Incident and Accident File	83-06-32012	Calendar	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#	Described a managed of institutes and to see the control of	Rev.0	Year				OFM
510	Provides a record of incidents and accidents on Home grounds						
	by members or employees.						

Veterans Affairs,	Evaluation Questionnaires	83-06-32006	Calendars	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#	Evaluation Quodionnance	Rev.0	Year	oo wonan	12 World	1 10010	OFM
510	Provides a tabulation of each member's evaluation documenting						<b>.</b>
	his or her treatment at the Home.						
Veterans Affairs,	Local Donation Files	83-06-32013	Calendar	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
510	Provides a record of items donated by individuals or						
	organizations, and letters of appreciation.						
Veterans Affairs,	Medical and Legal Services Contracts	83-06-32018	Termination	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	J	Rev.0	of Contract				OPR
510	Documents contractual agreements between various medical						
	and legal services which benefit the residents of the Home; i. e.,						
	dietician, podiatrist, physical therapist, etc.						
Veterans Affairs,	Member Council Files	83-06-31994	Calendar	36 Months	36 Months	6 Years	Archival
Dept Of - Office#		Rev.0	Year				OPR
510	Provides a record of minutes of Member Council meetings						
	authorizing expenditures from Benefits and Revolving Funds.						
Veterans Affairs,	Member Locator and/or Register Files	83-06-32017	Removal	60 Months	0 Months	5 Years	Archival
Dept Of - Office#		Rev.0	from				OFM
510	Provides an alphabetical card file record of present/former		Program or				
	members containing member data; records member's name		Death of				
	and number assigned.		Vteran				
Veterans Affairs,	Member Sign Out Files	83-06-32014	Calendar	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#	-	Rev.0	Year				OFM
510	Provides a record of member's destination when leaving the						
	grounds and time of return.						
Veterans Affairs,	Monthly Report of Out-patient Services	83-06-32003	Calendar	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
510	Provides a record of total outpatient services tendered by						
	physical therapy, physical therapy, [sic] physician, occupational						
	therapy, podiatory/audiology care and nursing service.						
Veterans Affairs,	Morning Report File	83-06-32015	Calendar	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
510	Provides a record of the number of members present, absent by						
	location, total membership, and verification of memberss						
	physical presence.						
Veterans Affairs,	Notice of Violation of Rules	83-06-32011	Calendar	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
510	Provides a record of violation of rules and disciplinary action						
	taken within the Home.						

Veterans Affairs,	Patient-Member Record Folder Files	83-06-32002	Removal	48 Months	24 Months	6 Years	Archival
Dept Of - Office#		Rev.0	from				OPR
510	Provides a record of approved application for admmision to the		Program or				
	Home. See paper copy for complete description.		Death of				
			Veteran				
Veterans Affairs,	Patient/Member Personal Fund	83-06-32023	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OPR
510	Provides a record of individual members' current financial						
	status.						
Veterans Affairs,	Post Exchange Fund	83-06-32020	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OPR
510	Provides a record of funds used for operation of the Post						
) / / A 65 :	Exchange	00.00.00004		00.14 //	0.14	0.14	
Veterans Affairs,	Rejected Applications File	83-06-32001	Calendar	36 Months	0 Months	3 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
510	Provides a record of application for admission to the Home that						
) / / A 66 :	are disapproved and relater correspondence.	00 00 00040		00.14 (1	00.14 ()	0.1/	N. A. I.'. I
Veterans Affairs,	Revolving Fund Contracts	83-06-32019	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	Duryidas a record of record over the	Rev.0	Year				OPR
510	Provides a record of members' excess income turned over to						
	the Home; monies are used for operational expenses, i.e.,						
Veterans Affairs,	transportation, recreation, etc. Transmittal Fund Records	83-06-32021	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	Transmittal Fund Necolds	Rev.0	Year	30 MOHUIS	30 1010111115	0 Teals	OPR
510	Provides a record of federal monies which are pass through	Nev.u	i eai				OFK
310	funds to the State Treasurer						
Veterans Affairs,	Veterans Administration Report Files-	83-06-31999	Calendar	36 Months	0 Months	3 Years	Non-Archival
Dept Of - Office#	Votoruno / turnimoti attori / toport / noo	Rev.0	Year	00 WORKIS	O WIOTHING	o rears	OFM
510	Statistical information pertaining to members; notification of type		roar				O1 111
	of care authorized for member.						
	or said dailion254 for mornison.						
Veterans Affairs,	Controlled Drug Files	83-06-31989	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	Ğ	Rev.0	Year				OPR
540	Provides a record of receipts for drugs, record of drugs on hand						
	and record of those administered.						
Veterans Affairs,	Monthly Reports of Nursing Care Facility Resident Files	83-06-31986	Calendar	48 Months	0 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
540	Provides a record of monthly statistics: admissions, discharges,						
	deaths, discharge patient days, inpatient day care, average daily						
	census, percentage of occupancy, average length of stay and						
	gross death rate. Records deaths by name, date and diagnosis;						
	census worksheet for the month.						

Veterans Affairs,	Monthly Reports of Outpatient Services Files	83-06-31987	Calendar	48 Months	0 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
540	Provides a record of monthly statistics of total outpatient						
	services rendered by physical therapy, physician, occupational						
	therapy, podiatry/audiology care and nursing services.						
Veterans Affairs,	Occupational Therapy Files	83-06-31988	When	60 Months	60 Months	10 Years	Non-Archival
Dept Of - Office#	Cocapational Micrapy Files	Rev.0	deceased,	oo mommo	oo monan	10 10410	OFM
540	Documents member progress assistance outline, attendance		transferred				
	record, initial check list and relative programs.		or				
			discharged				
Veterans Affairs,	Prescription Files	83-06-31990	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OPR
540	Provides a record of medication issued.	00.00.00404	T005	22.14	22.14	2.1	
Veterans Affairs,	Automobile Insurance Liability Files	83-06-32164	TOCP	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0					OPR
610	Provides a record of insurance policy and related materials pertaining to current insurer.						
Veterans Affairs,	Cemetery Record Files	83-06-32172	Death of	72 Months	0 Months	6 Years	Non-Archival
Dept Of - Office#	Cemetery Necold Files	Rev.0	Member	72 MOHUIS	0 Months	0 Teals	OPR
610	Provides a record by name, location and date interred, and	1.00.0	Wichibei				OTT
0.10	application for reservation of grave site.						
Veterans Affairs,	Daily Meal Count Files	83-06-32166	Calendar	36 Months	0 Months	3 Years	Non-Archival
Dept Of - Office#	-	Rev.0	Year				OFM
610	Documents the number of persons at meal time and how the						
	meal was paid.						
Veterans Affairs,	Employee/Resident Incident and Accident Files	83-06-32168	Calendar	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Provides a record of incidents and accidents on Home grounds						
Votorono Affaira	by members and employees. Evaluation Questionnaires	83-06-32162	Calendar	36 Months	12 Months	4 Years	Non-Archival
Veterans Affairs, Dept Of - Office#	Evaluation Questionnaires	Rev.0	Year	30 MONUS	12 MOHUIS	4 fears	OFM
610	Provides a tabulation of each member's evalution documenting	Nev.u	i eai				OFIVI
010	their [sic] treatment at the Home.						
Veterans Affairs,	Local Donation Files	83-06-32169	Calendar	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Provides a record of items donated by individuals or						
	organizations, and letters of appreciation.						
Veterans Affairs,	Medical, Utilities and Legal Services Contracts	83-06-32174	Termination	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	of				OPR
610	Documents contractual agreements between various medical,		Contracts				
	utilities and legal services which benefit the residents of the						
	Home; i.e., dietician, podiatrist, physical therapist, etc.						

Veterans Affairs,	Medicare Files	83-06-32161	Removal	36 Months	84 Months	10 Years	Non-Archival
Dept Of - Office#		Rev.1	from				OPR
610	Provides a record of, and request for, medciare-medical		program or				
	insurance benefits with supporting documents.		death of				
	REV 1: Increase retention from 36/36/6 to 36/84/10 - 03/10/10		veteran				
Veterans Affairs,	approved 04/04/10	83-06-32173	Removal	60 Months	0 Months	5 Years	Archival
Dept Of - Office#	Member Locator and/or Register Files	Rev.0	from	60 MONUS	U MONTHS	o rears	OFM
610	Provides an alphabetical card file record of present/former	Nev.u	program or				OFIVI
010	members containing member data; records members [sic]		death of				
	name and number assigned.		member				
Veterans Affairs,	Member Sign Out Files	83-06-32170	Calendar	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Provides a record of member's destination when leaving the						
	grounds and time of return.						
Veterans Affairs,	Monthly Report of Out-patient Services	83-06-32159	Calendar	24 Months	0 Months	2 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Provides a record of total outpatient services rendered by						
	physical therapy, physical therapy [sic], physician, occupational therapy, podiatry/audiology care and nursing service.						
	therapy, podiatry/addictory care and hursing service.						
Veterans Affairs,	Notice of Violation of Rules	83-06-32167	Calendar	36 Months	12 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Provides a record of violation of rules and disciplinary action						
	taken within the Home.						
Veterans Affairs,	Patient-Member Account Card Files	83-06-32163	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	Dravides a wynniau account of all manies resaived by individual	Rev.0	Year				OPR
610	Provides a running account of all monies received by individual member, including benefits from Social Security and Veterans						
	Administration (8x11 card, Burroughs Business Form)						
	Administration (ox 11 dard, burloughs business 1 offin)						
Veterans Affairs,	Patient-Member Record Folder Files	83-06-32158	Removal	48 Months	24 Months	6 Years	Archival
Dept Of - Office#		Rev.0	from				OPR
610	Provides a record of approved application for admission to the		program or				
	Home. See paper copy for complete description.		death of				
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	D 14: D 15::	00.00.00.47	veteran	04.14 "	0.14	0.1/	A 1.
Veterans Affairs,	Population Report Files	83-06-32171	Calendar	24 Months	0 Months	2 Years	Archival
Dept Of - Office#	Provides a record of the number of members present sheart by	Rev.0	Year				OFM
610	Provides a record of the number of members present, absent by location, total membership, and verification of members [sic]						
	physical presence.						
Veterans Affairs,	Rejected Applications File	83-06-32157	Calendar	36 Months	0 Months	3 Years	Non-Archival
Dept Of - Office#	, · · · ·	Rev.0	Year	_			OFM
	Provides a record of applications for admission to the Home that						
	are disapproved and related correspondence.						

Veterans Affairs,	Unclaimed Property Files	83-06-32160	Death of	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	Officialified Property Files	Rev.0	member	30 MOHUIS	30 MONTHS	0 Tears	OPR
610	Provides a record by logs, receipts and correspondence relating		Illellibei				OFIX
010	to deceased members' unclaimed property.						
Veterans Affairs,	Vehicle Registration Records	83-06-32165	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#	Verilole Registration Records			30 1010111115	30 MONTHS	0 Teals	OPR
610	Dravides a record of the title[s] and nurshape information for	Rev.0	Year				OFK
010	Provides a record of the title[s] and purchase information for						
\/_t \	vehicles located at the Home.	83-06-32150	0-1	36 Months	40 Maratha	4 \/	A
Veterans Affairs,	Veterans' Administration Correspondence		Calendar	36 Months	12 Months	4 Years	Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Provides documentation of correspondenceto and from the						
	Veterans Administration pertaining to the operation of the Home						
	and how it relates to the Agency.						
Veterans Affairs,	Veterans' Administration Report Files	83-06-32156	Calendar	36 Months	0 Months	3 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
610	Statistical information pertaining to members; notification of type						
	of care authorized for member.						
	Replaced with GS 09009. 02/06						
Veterans Affairs,	Controlled Drug Files	83-06-32052	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OPR
640	Provides a record of receipts for drugs, record of drugs on hand						
	and record of those administered.						
Veterans Affairs,	Monthly Reports of Nursing Care Facility Resident Files	83-06-32049	Calendar	48 Months	0 Months	4 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OFM
640	Provides a record of monthly statistics; admissions, discharges,						
	deaths, discharge patient days, inpatient day care, average daily						
	census, percentage of occupancy, average length of stay and						
	gross death date. Records deaths by name, date and						
	diagnosis; census worksheets for the month.						
Veterans Affairs,	Monthly Reports of Outpatient Services File	83-06-32050	Calendar	48 Months	0 Months	4 Years	Non-Archival
Dept Of - Office#	monany reports of Suspanoni Sorrioso ins	Rev.0	Year	10 1110111110	o monare		OFM
640	Provides a record of monthly statistics of total outpatient	1.07.0	l oai				0
010	services rendered by physical therapy, physician, occupational						
	therapy, podiatry/audiology care and nursing services.						
	anorapy, podiatry/addiciogy care and nursing services.						
Veterans Affairs,	Occupational Therapy Files	83-06-32051	when	60 Months	60 Months	10 Years	Non-Archival
Dept Of - Office#	Cocupational Therapy Files	Rev.0	deceased,	OU MONITHS	OU MOUNTS	IU I Gais	OFM
640	Documents member progress assessment outline, attendance	INEV.U	transferred				OI-IVI
040	record, initial checklist and related programs.						
	record, initial checklist and related programs.		Or				
			discharged	l			

Veterans Affairs,	Patient-Member Medical Record Folder Files	83-06-32048	When	12 Months	108 Months	10 Years	Non-Archival
Dept Of - Office#		Rev.2	deceased,				OPR
640	Provides a record of medical information, medication/treatment		tranferred,				
	prescribed and administered, social history, progress notes,		or				
	doctor's orders, laboratory reports, acknowledgement of results		discharged				
	of leaving against medical advice, physical examination reports,						
	personal effects inventory, authorization for medical treatment,						
	transfer form, progress evaluation and review of goals, nursing						
	history and discharge plan; discharge summary.						
	Rev 1: Reduced retention from 60/60/10 years - 04/02						
	REV 2: Increase retention from 12/84/8 to 12/108/10 - 01/05/09						
Veterans Affairs,	Prescription Files	83-06-32053	Calendar	36 Months	36 Months	6 Years	Non-Archival
Dept Of - Office#		Rev.0	Year				OPR
640	Provides a record of medication issued.						